



CITY OF HOUSTON

Job Posting

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| 1 | <i>Applications accepted from:</i> | ALL PERSONS INTERESTED |
| 2 | <i>Job Classification</i> | ASSISTANT DIRECTOR (EXE LEV) |
| 3 | <i>Posting Number</i> | PN #103625 |
| 4 | <i>Department</i> | HOUSTON POLICE |
| 5 | <i>Division</i> | FLEET MANAGEMENT |
| 6 | <i>Section</i> | N/A |
| 7 | <i>Reporting Location</i> | 52 RIESNER * |
| 8 | <i>Workdays & Hours</i> | MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.* *Subject to change |

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Directs and manages the daily operations of the Houston Police Department’s Fleet Management Division, which consists of 162 employees in 10 locations and a fleet of over 3100 vehicles plus other miscellaneous equipment. Prepares and submits budget reports. Develop specifications and budget for the purchase of FY04 vehicle purchases and prepared bid award recommendations and attends pre-bid conferences for all equipment, parts, material and supplies purchased throughout the Division. Maintain the inventory of over 3100 vehicles and 200 pieces of equipment. Manage and maintain the Mobile Services Section consisting of the Motor Pool, Transportation Shop, Transportation Shop and Wrecker Service/Tire and Battery section.

10 **WORKING CONDITIONS**
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor’s degree in Business Administration, Public Administration or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Seven years of administrative experience are required, with at least three of those years in a managerial capacity. A Master’s degree may be substituted for two years of experience.

13 **MINIMUM LICENSE REQUIREMENTS**
Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).

14 **PREFERENCES**
None.

15 **SELECTION/SKILLS TESTS REQUIRED**
None.

16 **SAFETY IMPACT POSITION** ■ Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 32
\$2,257.00 - \$3,184.00 Biweekly \$58,682.00 - \$82,784.00 Annually

18 **OPENING DATE** MAY 11, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

An equal opportunity employer